

Professional and Managerial Branch  
Transportation Group  
Airport Series

**AVIATION DEVELOPMENT ASSISTANT DIRECTOR**

8/03 (AM)

**General Purpose**

Under general direction, as an assistant department head, formulate strategies for and manage coordination of Airport development functions.

**Typical Duties**

Plan, organize, implement, direct and review capital improvement, environmental compliance, land acquisition and commercial enterprise programs. Involves: Participate in formulating, revising and implementing capital project objectives and schedules in conformance with mandated long and short range local, state and federal plans and other environmental regulations. Represent department as assigned and act as liaison to federal, state, and local governmental agencies, business groups, advisory committees and tenants to discuss the department's interests, including grant proposals, project evaluations, regulatory issues and administrative methods. Research and analyze current and future department operations and services to forecast financial needs and recommend revisions. Confer with and deliver presentations to government officials, business organizations and airport tenants about changes and conflicts in project execution priorities, and related administrative and fiscal issues and provide in depth explanations of technical issues regarding nature and goals of program including collaborating with outside contractors on environmental clean-up of hazardous material sites. Oversee capital improvement projects carried out in conjunction with Federal Aviation Administration (FAA), construction managers, project architects, airport tenants and other City departments. Prepare FAA compliance reports on City participation in federally-mandated Disadvantaged Business Enterprise program. Assist in lease and contract preparation. Review contracts and make recommendations. Draft and participate in implementation of land acquisition procedures. Assist in the preparation, update and maintenance of airport plan layouts. Prepare and publish planning and new development studies. Develop land use surveys, projections and other project planning methodology.

Participate in department administration. Involves: Conduct cost-benefit, statistical or other analyses, and recommend staffing changes to assist in preparation of consolidated annual budget, and monitor organization performance. Analyze division personnel, equipment, supplies and maintenance costs to justify variations from estimates as prescribed by City financial policies and procedures. Identify capital requirements. Research, verify and recommend availability of revenues and contingency funding alternatives for bid costs estimates of contemplated projects and project scope changes. Write grant proposals, program objectives and funding position statements. Participate in selection of product suppliers and service contractors. Ensure compliance with funding source requirements. Prepare and implement specific project budgets. Engage in compiling and analyze financial data to verify project cost estimates, income, appropriations, changes and other transactions. Schedule multi-year releases of funds in accordance with established project milestones and priorities. Journalize charges to and balancing or otherwise reconcile associated financial accounts. Monitor expenditures of allocated funds and review work progress for funding limit and completion requirement adherence, and report results, which include timing and cost deviation analyses and recommend remedial administrative actions to supervisor. Audit capital projects fiscal practices to adhere to established City accounting and budgeting policies and procedures, construction provisions or other reasonable persons contracts.

Supervise assigned supervisory and non-supervisory. Involves: Schedule, assign, instruct, guide, check work. Appraise performance and review evaluations by subordinates. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe work practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend hiring, terminating, counseling, disciplining or changing employment status of subordinates.

Perform related incidental professional and administrative duties contributing to the realization of department objectives as required. Involves: Substitute, as qualified, for immediate supervisor during temporary absences by performing specified duties and responsibilities sufficient to maintain continuity of normal services and similarly perform duties of subordinates or coworkers, if assigned. Serve on ad hoc committees. Oversee or prepare regular and special status and results reports and maintain activity records.

**Knowledge, Abilities and Skills**

- Comprehensive knowledge of Airport planning principles, practices and techniques.
- Comprehensive knowledge of planning research and application techniques.
- Comprehensive knowledge of FAA rules and regulations.

- Comprehensive knowledge of capital improvement or property acquisition budgeting and accounting principles and methods.
- Considerable knowledge of civilian airport rules, regulations and laws.
- Ability to exercise initiative and ingenuity to cooperatively recommend and develop new and changed Airport policies and strategies for capital improvement and land acquisition.
- Ability to define problems, collect data, establish facts, draw valid conclusions, analyze an extensive variety of technical instructions in mathematical or diagram form to interpret and explain numerous abstract and concrete variables pertaining to legislation, grant rules and provisions, contract and regulatory development, implementation, administration and evaluation.
- Ability to budget, schedule and monitor grant or other fund availability and expenditures for capital acquisition and construction projects.
- Ability to administer and audit department and contractor practices and results to ensure adherence to Airport goals, environmental protection mandates and funding source requirements.
- Ability to apply mathematical concepts such as geometry, trigonometry, probability, statistical inference, fractions, percentages, ratios, and proportions to practical solutions such as airport layouts, financial report preparation, detailed cost estimates, cash flow analysis and accounts and records maintenance.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents.
- Ability to plan, and impartially and firmly assign, train and evaluate work of subordinates and enforce City and departmental rules and regulations.
- Ability to establish and maintain effective working relationships with fellow employees, officials and the public.
- Ability to communicate clearly, concisely and persuasively, orally and in writing, to respond to common inquiries or complaints and publicly present intricate fiscal and compliance information, to prepare grant proposals, periodic and special analytical and activity reports, speeches or articles for publication that conform to prescribed style and format.
- Skill in operation and care of personal computer or computer terminal, and installed software.
- Skill in safe operation and care of a motor vehicle.

**Other Job Characteristics**

- Occasional exposure to adverse weather conditions.
- Occasional driving through city traffic.

**Minimum Qualifications**

Education and Experience: Equivalent to an accredited Bachelor's Degree in Business or Public Administration, Urban Planning, or related field, plus four (4) years of progressively responsible professional experience in airport planning or administration of construction projects or federal grant administration, including two (2) years in a supervisory capacity.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Special Requirements:

- Work beyond standard workday or workweek hours as necessary.
- Must pass federal background checks.

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Human Resources Director

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Department Head